

Finance and Administration Cabinet STANDARD PROCEDURE	PAGE: 1 OF 2
ISSUED BY: Office of General Counsel	
EFFECTIVE DATE: 06/06/05	
PROCEDURE # 1.4	
SUBJECT: Outside Employment	
DISTRIBUTION CODE:	CONTACT: Ethics Officer (502) 564-6660

I. PURPOSE

In order to insure compliance with statutes governing ethics and conflicts of interest, the Finance and Administration Cabinet (Cabinet) requires employees to abide by the following procedure prior to accepting outside employment.

II. PROCEDURE

A. Request Approvals

1. Before accepting outside employment, the employee shall:
 - Determine in his or her own mind or after consulting with the immediate supervisor or [published ethics opinions](#), that the job creates no conflict of interest with present job duties and responsibilities, and
 - Submit a completed [Request for Approval of Outside Employment form \(7. Forms – 1.4/a\)](#) to his or her immediate supervisor.
2. The Request for Approval of Outside Employment form shall be reviewed and completed by the immediate supervisor, second-line supervisor and agency head. If at any level the recommendation is not approved, a written explanation shall be provided.
3. The agency head shall then submit the completed Request for Approval of Outside Employment form to the Ethics Officer, Office of General Counsel.
4. The Ethics Officer shall review the request to determine if a conflict of interest exists, and make the appropriate final recommendation to the Cabinet's appointing authority. If there is no consensus approving the outside employment, the appointing authority shall make the final agency decision either approving or not approving the requested outside employment.

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B. Denial Appeal

Should the Cabinet refuse to approve the requested outside employment, the employee may submit the request to the [Executive Branch Ethics Commission](#).

Should the Executive Branch Ethics Commission refuse to approve the requested outside employment, the employee shall be bound by the decision of the Commission.

III. DISCIPLINARY ACTION

Any employee who does not seek a determination by the Executive Branch Ethics Commission and fails to abide by the determination of the Cabinet denying approval for outside employment may be subject to disciplinary action by the Cabinet, which include, but is not limited to, reprimand, suspension or dismissal.

IV. FORMS

- [Request for Approval of Outside Employment form – 7. Forms – 1.4/a](#)

V. REFERENCE

- [KRS 11A.040\(10\)](#)
- [9 KAR 1:050](#)
- [Executive Branch Ethics Commission opinions](#)
- [Executive Branch Ethics Commission website](#)

VI. INQUIRIES

Questions concerning this policy or any of the procedures set forth above can be answered by the Ethics Office, Office of General Counsel.

NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED “FINANCE AND ADMINISTRATION CABINET PROCEDURES AND MANUAL.”

DISTRIBUTION CODES:

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